



OTCA

Organização do Tratado
de Cooperação Amazônica
SP - Secretaria Permanente

Organización del Tratado
de Cooperación Amazónica
SP - Secretaría Permanente

Amazon Cooperation
Treaty Organization
SP - Permanent Secretariat

De Organisatie van de Overeenkomst
voor Amazonische Samenwerking
SP - Permanent Secretariaat

TERMS OF REFERENCE

RECRUITMENT OF A PROFESSIONAL

TECHNICAL SPECIALIST IN PROJECT AND PROGRAM INFORMATION MANAGEMENT OF THE AMAZON COOPERATION TREATY ORGANIZATION (ACTO)

1. BACKGROUND AND JUSTIFICATION

The Permanent Secretariat of the Amazon Cooperation Treaty Organization (PS/ACTO) has the mandate to support regional cooperation among its Member Countries in promoting the sustainable development of the Amazon, including the formulation, implementation, and monitoring of regional programs, projects, and initiatives.

Within the context of the institutional strengthening of the PS/ACTO, the Technical Support Unit (TSU) plays a fundamental role by providing qualified technical support for the management of the Organization's project portfolio. This portfolio, composed of initiatives at different stages (formulation, implementation, completion, and evaluation), requires not only operational follow-up but also an integrated and strategic approach.

In this context, there is a need to recruit a professional with strong analytical skills and a systemic perspective to support the PS/ACTO in the organization, systematization, and strategic analysis of the information generated by projects and programs; in identifying and systematizing best practices and lessons learned; and in producing technical inputs to support institutional decision-making, with the aim of ensuring greater coherence among initiatives, alignment with institutional mandates, complementarity among deliverables, and efficiency in the use of resources.

2. OBJECTIVE

To recruit a **Technical Specialist** to support the Permanent Secretariat of ACTO, through the Technical Support Unit (TSU), in the strategic management of information and knowledge related to the Organization's portfolio of projects and programs by organizing, systematizing, analyzing, and making available information that supports decision-making, promotes greater integration among initiatives, and support project lifecycle management.

To this end, the professional will work across the Organization's project portfolio with the objective of:

- strengthening coherence, coordination, and complementarity among the Organization's projects and programs;



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- ensuring the alignment of the portfolio with ACTO's mandates, strategic priorities, and planning instruments;
- identify synergies, gaps, best practices, and lessons learned arising from the implementation of projects and programs;
- systematize and make available qualified information to support the formulation, implementation, monitoring, evaluation, auditing, and accountability processes of projects and programs;
- produce analyses, reports, and other strategic inputs to support decision-making by the Directorate and the technical units of the PS/ACTO;
- support the dissemination of information and the results produced by projects and programs to internal audiences and other stakeholders, in coordination with the relevant units. Develop information governance and security mechanisms for project management, ensuring the protection of data, documents, and technical records generated within the framework of ACTO projects.

SCOPE OF SERVICES

The professional will work within the framework of the Technical Support Unit (TSU), focusing on the analysis, systematization, and strategic management of information related to ACTO's portfolio of projects and programs, covering all stages of the project cycle (formulation, implementation, closure, and evaluation).

The professional's work will consist of consolidating, organizing, and analyzing information generated by projects and programs; conducting a cross-cutting analysis of the project portfolio; supporting the Directorate and the technical units; and producing analyses and information to support planning, coordination, and decision-making.

3. FUNCTIONS AND RESPONSIBILITIES

The recruited professional shall perform the following functions and responsibilities:

3.1 Information management and knowledge systematization of projects and programs

- Administer and keep up to date the digital repositories, databases, and other information management systems related to the portfolio of projects and programs.
- Define and implement standards for the organization, classification, storage, retrieval, and updating of information generated by projects and programmes.



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- Maintain an up-to-date and structured record of activities, technical processes, and consultations related to projects, ensuring their availability for analysis and reference.
- Identify, document, and systematize best practices, lessons learned, and relevant results arising from the formulation, implementation, monitoring, and evaluation of projects and programs.
- Systematize and analyze information from ACTO's portfolio of projects and programs, identifying convergences, synergies, overlaps, thematic or strategic gaps, and levels of alignment with institutional mandates and priorities.
- Contribute to the dissemination and visibility of the results achieved by ACTO's projects and programs by supporting the communications team with information and technical inputs for the preparation of reports, presentations, and publications.
- Prepare periodic summary reports and management dashboards on the progress of the project portfolio, consolidating information on implementation, results, risks, bottlenecks, and opportunities identified by the responsible teams.
- Ensure that PS/ACTO teams have access to information and technical products related to projects and programs, supporting the integrated management of the project portfolio.

3.2 Strategic Support

- Provide technical and analytical inputs to support decision-making by the PS/ACTO, based on an integrated analysis of the project portfolio.
- Provide consolidated information and technical inputs to support the development of project concepts and proposals, maintaining records of the technical and administrative outputs generated, with particular emphasis on the studies and outcomes of regional consultation meetings.
- Contribute to the monitoring, evaluation, and auditing processes of projects and programs through the consolidation and analysis of information generated by the initiatives.
- Support the preparation of inputs for institutional planning instruments, management reports, and other strategic documents of the PS/ACTO.
- Produce comparative, thematic, and consolidated analyses of the project and program portfolio to support the identification of trends, opportunities, challenges, and potential synergies among initiatives.



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- Contribute to the dissemination and visibility of the results achieved by ACTO's projects and programs by supporting the communications team with information and technical inputs for the preparation of reports, presentations, and publications.
- Prepare periodic evaluation reports and specific impact indicators to measure the effectiveness of integrating the gender perspective into the physical implementation and the results achieved by the project portfolio.
- Prepare briefing notes and technical opinions, as requested by the Directorate.
- Perform other related duties as assigned by the Executive Directorate of the PS/ACTO.

4. EXPECTED RESULTS AND DELIVERABLES

The professional is expected to deliver the following results:

- Annual work plan, including the planning of the activities to be carried out.
- Institutional database of the project portfolio, digital repositories, and other information systems related to the portfolio of projects and programs, permanently updated and properly organized.
- Periodic summary reports on the progress of the portfolio of projects and programs, consolidating information on implementation, results, risks, and key challenges.
- Management dashboards, comparative analyses, and other tools to support the integrated monitoring of the portfolio of projects and programs.
- Technical notes, technical opinions, and analytical reports intended to support decision-making by the Directorate and the technical units of the PS/ACTO.
- Thematic systematizations of information, best practices, lessons learned, and relevant results generated by projects and programs, when requested.
- Technical inputs for the formulation of new projects and programs and for the preparation of institutional documents related to the project portfolio.
- Consolidated information to support the monitoring, evaluation, auditing, and accountability processes of projects and programs.
- Other reports, presentations, and technical products related to the information management of projects and programs, as requested by the Directorate of the PS/ACTO.



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5. REQUIREMENTS AND PROFESSIONAL PROFILE

5.1. Academic Qualifications

University degree in project management, public policy, social sciences, economics, business administration, international relations, environmental sciences, information science, or related fields.

A specialization or postgraduate degree in project management, information management, monitoring and evaluation, data science, or related fields will be considered an asset.

5.2. Professional Experience

- A minimum of **five (5) years** of experience in information management and the systematization of knowledge generated by projects and programs, project portfolio analysis, program monitoring, or related fields.
- Experience in organizing, consolidating, and analyzing technical information to support planning, decision-making, monitoring, and evaluation processes.
- Experience in preparing analytical reports, technical notes, management dashboards, and other management support products.
- Experience in administering or using databases, digital repositories, or information systems related to project management will be considered an asset.
- Previous experience in international organizations, multilateral organizations, financing mechanisms, the public sector, conservation and/or sustainable development projects will be considered an asset.

5.3. Technical and Behavioral Competencies

- Strong analytical skills and a systemic perspective.
- Ability to systematize complex information and produce technical products to support decision-making.
- Knowledge of information organization, management, and analysis tools, including spreadsheets, databases, and collaborative platforms.
- Ability to prepare executive reports, technical notes, presentations, and management dashboards.
- Strong organizational skills, attention to detail, and the ability to manage structured information.
- Ability to work collaboratively with multidisciplinary teams.



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- Excellent written and oral communication skills, with the ability to synthesize information.
- Proactivity, autonomy, and the ability to manage multiple tasks simultaneously.

5.4. Languages

Proficiency in at least **two of the Organization's official languages** (Portuguese, Spanish, and English).

6. REMUNERATION AND TERMS OF CONTRACT

Recruitment shall be governed by the rules of the Amazon Cooperation Treaty and the Regulations of the PS/ACTO.

7. SUPERVISION OF THE WORK

The professional will work within the scope of the UTA, under the supervision of the Executive Directorate of the PS/ACTO or as indicated in the SP/ACTO organizational chart.

8. DUTY STATION

The position is based at the PS/ACTO headquarters in Brasília, Federal District, Brazil, and may require national and international travel.

9. DURATION

Twelve (12) months from the date of contract signature, with the possibility of extension.

10. APPLICATION DEADLINE

Candidates shall submit their application to the institutional e-mail address selecao@otca.org, indicating in the subject line:

TECHNICAL SPECIALIST IN PROJECT AND PROGRAM INFORMATION MANAGEMENT

Application deadline: 19 August 2026.